

Suppd Mar 71

\*AR 600-5

ARMY REGULATION  
No. 600-5

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, D.C., 8 April 1966

PERSONNEL—GENERAL

LOCATOR SERVICE FOR OFFICERS AND KEY CIVILIANS IN  
WASHINGTON AND VICINITY

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1. **Locator service.** *a.* The Adjutant General is responsible for maintaining current locator cards for Army officers, regardless of duty assignment; key Department of the Army civilian employees; and key civilian and military personnel of the Office of the Secretary of Defense and associated agencies, *located in the Military District of Washington (less Ft. Belvoir, Va.).*

*b.* These locator cards are used as a basis for forwarding improperly addressed mail and for transferring telephone calls. Agencies responsible for submission of cards will establish procedures to insure that changes to information on the locator cards are forwarded promptly to the Adjutant General. Semiannually a complete review will be made of the information submitted. The outcome of the review will be reported to the Information and Locator Branch, TAGO, Ext. 53241, on 1 March and 1 September each year. (Exempt report para 39g, AR 335-15.) This will be accomplished in addition to the instructions in paragraph 2.

2. **Submission of locator cards (DA Form 3095).** *a. Officers.* Personnel officers responsible for the compilation of morning reports are also responsible for the prompt submission of a completed DA Form 3095 (Officer and Key Civilian Locator) (TAGO Form 16, Officer and Key Civilian Locator Card, will be used until such time as DA Form 3095 becomes available) for each officer, including patients in hospitals, to The Adjutant General, ATTN: Information and Locator Branch, Department of the Army, Washington, D.C., 20310, in the following instances:

- (1) *Newly assigned officers.* Furnish all known information at time of arrival. A

complete new DA Form 3095 will be submitted as additional information becomes available.

- (2) *Changes.* Upon any change of office designation, room or telephone number, or of residence address or telephone number.
- (3) *Transient officers.* Spaces 17, 18, and 19 may be completed at the time of arrival if the information is available, otherwise a complete new DA Form 3095 to include this information will be submitted upon departure.
- (4) *Temporary duty outside the area.* When such duty exceeds 30 days. Upon return to regular assignment, a new DA Form 3095 will be submitted giving current information.
- (5) *Relief from duty.* When relieved from duty in the area, spaces 1 through 12 and 17 through 21 will be completed.

*b. Key civilian employees.* Chiefs of branches or similar command levels having civilian personnel management responsibility will submit a completed DA Form 3095 to The Adjutant General, ATTN: Information and Locator Branch, Department of the Army, Washington, D.C., 20310, for each key civilian employee in the following instances:

- (1) *Newly designated.* Upon being designated a key civilian. Such designation is discretionary with the above reporting officials.
- (2) *Changes.* Upon change of office designation, room or telephone number, or of residence address or telephone number.
- (3) *Removal.* Upon separation, transfer

\*This regulation supersedes DA Memo 600-5, 13 September 1962.

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outside the area, or removal from key category status, spaces 1 through 12, and 17, 18, 20, and 21 will be completed.

**3. Classified information.** Only such information (AGSM)

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,  
*Major General, United States Army,*  
*The Adjutant General.*

tion as may properly be furnished the general public will be included on locator cards.

**4. Blank forms.** Blank forms will be obtained through normal publications supply channels.

HAROLD K. JOHNSON,  
*General, United States Army,*  
*Chief of Staff.*

Distribution:

To be distributed in accordance with requirements for DA Memorandums.

